

**SHELBY COUNTY CLERK'S OFFICE**  
**DEBBIE STAMSON, COUNTY CLERK**  
**BUSINESS TAX DIVISION**  
150 WASHINGTON AVE. • SUITE 200 • MEMPHIS, TENNESSEE 38103  
PHONE (901) 545-4249 • FAX (901) 545-4215

## GOING OUT OF BUSINESS / LIQUIDATION SALE APPLICATION

In compliance with Shelby County Government, Ordinance No. 7 and City Code Section 2-396, application is hereby made for permit to conduct a sale to close-out a business.

Legal Name of Business \_\_\_\_\_

Location of Business \_\_\_\_\_

Type of Sale \_\_\_\_\_  
(name, such as, salvage, fire, loss-of-lease, trustee sale, etc.)

Beginning date and proposed closing date of sale:

From \_\_\_\_\_ To \_\_\_\_\_

**PLEASE NOTE COUNTY ORDINANCE SECTION 5 (CITY ORDINANCE SEC. 2-401)**  
**CONTENTS OF ADVERTISING**

a) All advertisement or advertising and language contained therein shall be in accordance with the purpose of the sale as stated in the application pursuant to which a permit was from the wording as indicated in the application.

b) Such advertising shall contain a statement in these words, and no others:

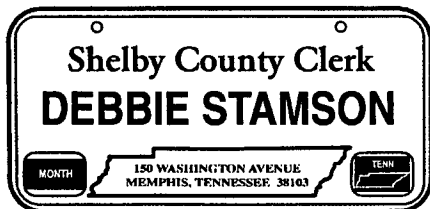
"Sale held pursuant to Permit No. \_\_\_\_\_  
of SHELBY COUNTY CLERK'S OFFICE,  
granted the \_\_\_\_ day of \_\_\_\_\_, 20\_\_."

Signature of Applicant \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

\$25.00 application fee (receipt #) \_\_\_\_\_

(All funds paid as fees or renewal fee will not be refunded. All fees are forfeited to cover cost of investigation of applications, whether permit is issued or not.)



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## **GOING OUT OF BUSINESS / LIQUIDATION SALE RULES AND REGULATIONS**

**APPROVAL:** Initial request must be made to the Shelby County Clerk's Office, Business Tax Division, located at Suite 200, 150 Washington Ave., Memphis, TN 38103, at least two (2) weeks prior to date of proposed sale. Permit will be granted for a 30-day period. Three (3) additional renewal periods may be granted.

**APPLICATION COMPLETED AND CONTAIN:** a) The type of sale to be conducted. (such as fire sale, adjustment sale, creditor's sale, trustee's sale, liquidation sale, reorganization sale, insurance salvage sale, mortgage sale, assignee's sale, adjuster's sale, receiver's sale, loss-of-lease sale, wholesaler's close-out sale, retailer's close-out sale, creditor's committee sale, forced out-of-business sale, removal sale, etc.) b) List of location site. c) Applicant to keep revised lists of merchandise or equipment available at all times for inspection by Inspectors for comparison of merchandise with stock lists. d) Permit to be displayed near front entrance of establishment.

**RENEWALS:** Should applicant not be able to complete sale within thirty (30) days renewals must be obtained to continue sale. All such renewals must be successive and continue from original date.

**SUSPENSION OR REVOCATION OF PERMIT:** The Inspector or authorized representative shall have the right to suspend or revoke permit at any time.

**EXEMPTIONS:** a) Persons acting pursuant to an order or process of court of competent jurisdiction. b) Persons acting in accordance with their powers and duties as public officers, such as sheriff's and marshal's city purchasing agent in the sale of surplus stock. c) Duly licensed auctioneers, selling at auction.

**FEES:** All fees for original application, or any renewal, must be paid in advance and are non-refundable.